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October 31, 2007

Ravalli County Commissioners Ravalli County Courthouse 215 S. 4th Street, Suite A Hamilton, MT 59840

RE: MR TMA Periodic Report

Dear Greg, Al, James, Kathleen and Carlotta:

Please find enclosed the matching funds invoice for the period October 1, 2007 through September 30, 2008 and copies of the periodic report of activities of the Missoula Ravalli Transportation Management Association (MR TMA) for the period July 1, 2007 – September 30, 2007. If you have any questions or comments regarding this material, please feel free to call. Again, our thanks.

Sincerely,

Lyn Hellegaard Executive Director

Enclosures

QUARTERLY STATUS REPORT

MISSOULA RAVALLI TRANSPORTATION MANAGEMENT ASSOCIATION (MRTMA)

For the Period July 1, 2007 - September 30, 2007

This material comprises the report prepared for the Montana Department of Transportation (MDT) by the Missoula Ravalli Transportation Management Association (MRTMA) for the contract period ending September 30, 2007.

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(Note: The format for this periodic report is designed to correlate with the Year 2005 - 2006 Scope of Work. After listing each portion of the scope of work in italics, the activity conducted during this reporting period is delineated.)

The Board of Directors met July 16, 2007 and September 17, 2007. Copies of the minutes of each meeting are enclosed as Appendix documents 1 and 2.

2006 - 2007 SCOPE OF WORK AND PROGRAM ACTIVITIES

The 2006 - 07 Scope of Work and Program Activities is structured in four parts:

- I. Continuation of existing programs and projects.
- II. Increased public education and transportation advocacy.
- III. Services to senior citizens and adults with disabilities.
- IV. Special events transportation coordination.

I. Continuation of Existing Programs and Projects:

Vanpool Activities

During this quarter, all of our vanpools ran at capacity with the exception of one beginning in Stevensville and ending at the University. Ten of the current vanpools have waitlists totaling 62 people.

There are currently 136 people utilizing the vanpool from 71 worksites. In July, there were 2,469 trips saved and 74,674 miles not traveled. In August, there were 2,834 trips saved and 81,356 miles not traveled. In September, there were 2,584 trips saved and 81,625 miles not traveled. This quarter, the vans accumulated 62,595 miles. There were 7.24 tons of vehicle emissions not emitted.

Guaranteed Ride Home

There was one ride provided for this quarter.

Carpool

Staff continues to refer those interested in carpooling to our website with its ride-matching link. This continues to be a helpful tool as most vanpools are full. Staff presented our ride-matching site Alter Net Rides at a Missoula in Motion Employer Breakfast to help promote carpooling month.

Program Benefits Summary (Vanpool & Carpool Combined)

Combined statistics since inception of the carpool and vanpool programs show a total of 257,291 vehicle trips saved; 18,714,917 miles **NOT** traveled and 576.28 tons of reduction in vehicle emissions.

School Outreach Program

The month of September was spent familiarizing myself with existing programs that have been presented by past school outreach coordinators. I have updated statistics and costs in each presentation to the most current data. Several hundred brochures and flyers have been printed and have been distributed to Missoula area schools during the first week of October. Ravalli County schools will be receiving the flyers during the second week of October. I am currently working on scheduling multiple presentations at Corvallis Elementary School and Hamilton High School.

Other Activities

Staff participated in employee events at Direct TV.

Staff continues to work on the TRB Panel on Employee Compensation Guidelines for Transit Providers in Rural and Small Urban Areas and Cost Allocation for Health and Human Services Transportation.

Staff continues to work on the following study/projects:

- Florence to Reserve Street Corridor Study is researching access, multi-modal transportation improvements and possibly extending Highway 203 (Eastside Highway) into Missoula.
- One Stop Shop Study is looking at universal access to information on transportation services in the state through either the 211 or 511 System.
- HWY 93 Corridor Study which involves having a project developed that might result in one entity administering the transit operations along the Highway 93 Corridor from Polson to Darby.
- Automated Cost Recovery Study which involves determining the feasibility of installing smart card technology in the smaller transit systems in Montana. It is hoped that this will help with reporting and tracking of Health and Human Service transportation use.

LAKE COUNTY COORDINATOR

Staff is working on a collaborative project with the Confederated Salish Kootenai Tribes (CSKT) Transportation, Working Innovations and the College. The project will have the college conducting an auto mechanics course, Working Innovations covering the costs of parts and CSKT providing referrals from their DHRD program. Individuals receiving repair services will be required to provide transportation for seniors or begin carpools to cover repair costs.

Staff has developed and mailed a service questionnaire to area providers, agency users and private transportation operators for inclusion into the updated Community Transportation Coordination Plan.

II. Increased Public Education and Transportation Advocacy:

1. Policy Development and Public Meetings

MR TMA staff would maintain and increase their involvement in transportation policy development throughout the two-county area, and serve as a resource to MDT on a statewide basis. These activities

include: Transportation Policy Coordinating Committee (TPCC); Transportation Technical Advisory Committee (TTAC); Missoula Parking Commission; City of Missoula Senior Management Team; City of Missoula Bike / Walk / Bus Week; Ravalli County TAC; Lake County TAC; Seeley Lake TAC.

During the period July 1, 2007 through September 30, 2007, MRTMA staff participated in the following meetings:

AlterNet Rides Training - Conference Call
Transportation Technical Advisory Committee – Missoula
City of Council - Non Departmental Funding Presentation - Missoula
AlterNet Rides Training – Conference Call
Missoula Ravalli Transportation Board Meeting – Missoula
Lake County Transportation Advisory Committee - Polson
Transportation Policy Coordinating Committee - Missoula
Montana Transportation Partnership Meeting - Helena
Congressional Field Hearing - Veterans Issues - Great Falls
Missoula Parking Commission Board Meeting - Missoula
Specialized Transportation Advisory Committee - Missoula
Disabled American Veterans – Missoula
Ravalli County Transportation Advisory Committee - Hamilton
Transportation Research Bureau Screening Committee – Washington DC
Five Valley Study Stakeholder Meeting - Missoula
National Rural Transportation Assistance Program Board – Conference Call
Eagle Transit - Kalispell
Ravalli County Transportation Advisory Committee – Missoula
Transportation Technical Advisory Committee - Missoula
Small Urban and Rural Transit Center Advisory Board Meeting - Fargo,
N.D.
Missoula Ravalli Transportation Board Meeting- Missoula
UM Senior/Disable Transportation Mapping Meeting - Missoula
Transportation Policy Coordinating Committee - Missoula
Lake County Transportation Advisory Committee – Polson
Missoula Aging Services Provider Meeting - Missoula
Missoula In Motion - Missoula

2. In addition to the above, the following outlines the public education and transportation activities conducted in conjunction with the Montana Transit Association.

Missoula Ravalli Transportation Management Association (MRTMA) staff began coordinating activities for the Montana Transit Association (MTA) in July 1999, under a management contract. The following summarizes the activities relevant to the Scope of Work under the MTA contract for the period July 1, 2006 through June 30, 2007:

a. Organize and support periodic meetings of the MTA Board.

Fall Business Meeting

Staff continues to work on the Fall Business Meeting to be held at the Outlaw Inn, Kalispell, October 18th and 19th. This meeting will have a training component provided by Alvy Chapman, Commander, Disabled American Veterans of Montana. Alvy will participate in a roundtable discussion on coordination.

Membership.

Current MTA membership is as follows: 37 Regular members (voting); 30 Sustaining members; 4 Friend of Transit members, for a total of 71 members.

Miscellaneous:

Staff was request by the Community Transportation Association of America to attend a Congressional Field Hearing chaired by Senator Jon Tester in Great Falls. The hearing was held to discuss issue of importance to veterans. Staff was allowed to speak and enter comments relating to transportation coordination between Montana's transit providers and Veteran Service Organizations. As a result MTA is forming working relationships with the DAV transportation program and various local DAV providers.

Staff Chaired the Transportation Cooperative Research Programs Screening Committee in Washington, DC. The committee comprised of twelve transit providers of various expertise's from across the United States. The committee screened 118 problem statements submitted for research funding. As Chair staff will be participating on the TCRP Oversight and Projects Selection Committee (TOPS) scheduled for October 25-26 in Washington DC.

b. Create and distribute quarterly newsletters or mailings to the MTA membership.

The quarterly Transit Times newsletter was mailed the first part of August. The State Bus Roadeo, CTAA State Delegate Meeting and the Sure-Lok Above and Beyond Award were featured.

In addition, members continue to receive correspondence from the Coordinator via the MTA Electronic Network. These include such information as announcements, e-mail address changes, Congressional updates, news of APTA, CTAA or FTA publications which may be of interest, and advance notice and reminders of special events, such as the Spring Conference, Bus Roadeo and Fall Business Meeting.

Resource information requested by MTA members included information on MTA membership, Title VI, Vet Links, and contact information.

c. Organize an annual information campaign for state and local elected officials to acquaint them with public transportation issues.

MRTMA staff continues to work with the MTA Board, MDT staff and members to address any issues that may arise.

d. Provide technical assistance in marketing to MTA members as authorized by the MTA Board.

Staff assisted Eagle Transit in developing marketing materials and presenting a new vanpool program to Semi tool, Kalispell Regional Medical Center, North Valley Hospital and Flathead Valley Community College.

e. Develop contacts with other Montana associations and agencies, which would assist with broadening awareness of, and support for public transportation.

MRTMA staff continues to participate in statewide and local meetings focusing on public transportation for seniors, persons with disabilities and tribal members. MRTMA Staff attended Research Board Transportation Cooperative Research Program Project Screening Committee and the Small Urban and Rural Transit Center Advisory Committee during the period. Staff has participated in several National Rural Transit Assistance Program (RTAP) board conference calls.

f. Assist MDT and MTA as needed in organizing operations training for public transportation providers within Montana.

Alvy Chapman, Commander DAV, is scheduled to present on the Veterans Transportation programs. He will also be participating in the Coordination Roundtable workshop. Staff continues to work with CTAA and MDT to facilitate additional training opportunities for members.

g. Provide financial management of revenues and expenditures under this grant application, including development of matching fund sources. This work entails grant preparation, billing to MDT, payment of invoices, billing/tracking membership dues, and related financial management support.

The MTA Coordinator working in conjunction with the Association's Treasurer prepares the financial reports. All revenues and expenses are tracked on a monthly basis.

h. Develop and address legislative issues pertaining to transit.

MRTMA staff was asked by the Community Transportation Association of America to attend the Congressional Field Hearing on Veteran's Program in Great Falls. Senator Max Baucus and Jon Tester hosted the hearing. Attendance has resulted in many new relationships between local transit providers and DAV programs across the state.

i. Such other duties as determined by mutual agreement between MTA and MDT.

Staff continues to work on the One-Stop Shop project. This project is researching a methodology to create a central phone number to assist individuals with accessing Health & Human Service and Transportation programs.

III. Services to Seniors and Adults with Disabilities (AWD)

The following chart shows the program totals for July, August and September 2007:

	Jı	ıly	Au	gust	Septe	mber	YTD Totals	Since Inception
	2006	2007	2006	2007	2006	2007		
Number of Rides Given	560	970	746	024	(10	=00	5000	0.5.000
	568	869	746	934	619	798	7,362	35,383
Number of Riders in Database	536	654	554	666	569	670	670	763
Total Miles Driven (both vehicles)	2,455	5,076	3,286	5,120	2,652	4,881	38,771	162,940
Number of Phone Calls Received	359	650	440	573	394	578	4,809	23,575

Melanie Nelson has resigned her position as the Community Needs Van Service Coordinator. Current staff is covering the duties until a new Coordinator can be found.

APPENDIX OF DOCUMENTS

- 1. Minutes Board of Directors Meeting, July 16, 2007
- 2. Minutes Board of Directors Meeting, September 17, 2007

MINUTES

BOARD OF DIRECTORS MEETING

MISSOULA RAVALLI TRANSPORTATION MANAGEMENT ASSOCIATION

July 16th, 2007

The Board of Directors of the *Missoula Ravalli Transportation Management Association* (MRTMA) met in regular session Monday, July 16, 2007 from 2:00 p.m. to 2:45 p.m. in the MRTMA Conference Room. Those in attendance included, Greg Chilcott, Tom Wilkins, Lou Ann Crowley, Doug Davis and Dick Haines. Marie Pruitt, Ken Willett and Hugh Jesse were absent. Lyn Hellegaard and Meaghan Dougherty from the MRTMA staff were present. Following are the minutes of action taken:

- 1. <u>Call to Order</u>: Greg Chilcott, Vice Chair
- 2. Approval of Minutes for May 14, 2007:

 Greg motioned for approval of the minutes: Lou Ann see

Greg motioned for approval of the minutes; Lou Ann seconded the motion. The motion passed unanimously.

NEW BUSINESS:

1. Financial Report:

Lyn informed the Board that while 100% of the budget year has passed on the MRTMA 5311 budget. Money is still left in the vanpool CMAQ budget because it is a twelve month budget October to September, while MRTMA budget is only nine month.

2. **FY 2008 Budget:**

Lyn informed the Board that a FY2008 budget has been finalized with MDT for MRTMA program operations. Due to funding cuts that CNVS Coordinator hours needed to be cut back to 30 hours per week and the Administrative Assistant hours to 15 per week. The decrease in funding received from MDT also required across the board line items cuts. MDT has said they are trying to make up for the over funding they approved in FY 2007 budgets for their grantees.

OLD BUSINESS:

1. Match Funding:

Lyn informed the board that a successful meeting was held with Bob Duringer, UM Vice President. Dick Haines, Hugh Jesse and herself met to secure the \$9,000.00 in University match funding that was in question at the May board meeting.

2. Board Recruitment:

Discussion made on the need to replace MRTMA board members that have left. The Board agreed that additional members are needed with a focus area of Lake County and Ravalli County. Greg Chilcott will check with a possible person from Ravalli County.

3.	MUTD/MRTMA Planning Meeting: Board agreed to attempt and reschedule another meeting for September 20 th .
	ext MRTMA Board Meeting is set for Monday, September 17 th , 2007 at 2:00p.m RTMA Conference Room.
Prepare Coordi	ed and submitted this 17th day of July 2007 by Meaghan Dougherty, Vanpool inator.
	APPROVED: Greg Chilcott, Board Vice Chair

MINUTES

BOARD OF DIRECTORS MEETING

MISSOULA RAVALLI TRANSPORTATION MANAGEMENT ASSOSCIATION

September 17, 2007

The Board of Directors of the *Missoula Ravalli Transportation Management Association* (MRTMA) met in regular session Monday, September 17, 2007 from 2:00 p.m. to 3:00 p.m. in the MRTMA Conference Room. Those in attendance included, Ken Willett, Lou Ann Crowley, Doug Davis, Dick Haines and Wayne Capp. Marie Pruitt, Tom Wilkins, Greg Chilcott and Hugh Jesse were absent. Lyn Hellegaard and Meaghan Dougherty from the MRTMA staff were present. Following are the minutes of action taken:

1. <u>Call to Order:</u> Ken Willett, Chair

2. Approval of Minutes for July 16, 2007:

Lou Ann motioned for approval of the minutes; Doug seconded the motion. The motion passed unanimously.

NEW BUSINESS:

1. Financial Report:

Lyn informed the Board that 17% of the MRTMA budget year has passed with only 15% of the 5311 budget spent. On the Vanpool CMAQ budget, 92% of the budget year has passed with 71% of the budget spent.

2. <u>Missoula Aging Services</u>:

Lyn informed the Board that she has received an email from Susan Kohler of Missoula Aging Services with objectives to what she would like before our contract is finalized. A discussion was made that MRTMA does not have the support staff or funding to meet the request. Susan has set a meeting for September 20th to discuss requirements with MRTMA and Opportunity Resources, Inc.

OLD BUSINESS:

1. <u>5 Valley Report:</u>

Lyn discussed the 5 Valley Study Stakeholder Meeting on August 23rd. Two of the attendees questioned the conclusions of the consultant and the methods that were used to make the determinations. A.T. Stoddard, LSC Transportation Consultants will be drafting a response to the discussions.

2. Board Recruitment:

Wayne Capp has joined the MRTMA Board of Directors and Marie Pruitt has informed staff that she will be resigning due to retirement.

The Next MRTMA Board Meeting is set for Monday, October 15 th , 2007 at 2:00p.m the MRTMA Conference Room.
Prepared and submitted this 18th day of September 2007 by Meaghan Dougherty, Vanpool Coordinator.
APPROVED: Ken Willett, Board Chair